

STATE OF TENNESSEE
Open Project Selection Process
2008 LPRF/LWCF Grant Application

General Criteria

1. COMPLETED LPRF/LWCF PRE- APPLICATION (20 POINTS)

A. Attach Acknowledgement Letter from RES

2. PLANNING PROCESS (50 points maximum)

This section measures the quality of long range planning utilized by the applicant to identify its public recreation needs. Factors considered in evaluating this process include a comprehensive 5-10 year master plan for parks and recreation and conformance with state recreation plans. The proposed project should conform to plans prepared within the last five years.

A. 5-10 year master plan for parks and recreation (40 points maximum)

1. A comprehensive master plan should include the following components. Your plan will be scored on the inclusion of these elements and if the plan effectively provides direction for park and recreation in your community for a minimum of five years.
 - a) Sample and analysis of community surveys measuring public need and support of the proposed project, recent summary of planning process to create the master plan. Include documentation of as many different aspects of public input as possible such as public forums, hearing minutes, etc.
 - b) Board meeting approved minutes (including park and recreation board, city/county commissions, school boards, etc.) supporting the proposed project
 - c) A report generated by a strategic planning workshop
 - d) Current inventory of existing facilities
 - e) Capital Improvement Program (CIP) for a minimum of 5 years

- f) The development of a recreation program that provides for scope, balance and accessibility. Examples would include listing current and proposed programming for a minimum of 5 years indicating the age groups, genders and socio economic groups served, while providing documentation of the assortment of activities planned. Accessibility documented by indicating in master plan examination of program scheduling, transportation, and language needs.
- g) Operational budget proposed for a minimum of five years.

B. State Priority – Conformance to State Recreation Plan (10 points maximum)

Does the proposed project promote recreation opportunities through the management, protection and preservation of Tennessee’s natural, cultural and environmental resources, and meet regional and state priorities of the *Tennessee State Recreation Plan 2003-2008?*

Applicants are required to submit a narrative outlining which of the State Plan guiding principles and action plans the project supports. The Plan can be viewed and downloaded from www.tdec.net/recreation.

3. PARKS AND RECREATION DELIVERY SYSTEM (25 points maximum)

This section addresses the quantity and quality of recreation services delivered to the public and rates the applicant's use of community resources for recreation and parks.

A. Benchmarking (up to 20 points possible)

- 1. Is your Parks and Recreation Department benchmarked from TDEC/RES?

Yes/No _____ Tier Level: _____

If you are not benchmarked, go to step B below

B. Non Benchmarked Communities

- 1. If you are not benchmarked please include the following information. Tell us about the management/organization of your Parks and Recreation Department, including administration and staffing. Include the following: **(up to 5 points possible)**
 - a) Department organizational chart(s)
 - b) Job qualifications of Director and supervisors (examples are job descriptions, and resumes showing experience and training)
 - c) Professional certifications of Director and staff

- d) Describe and document involvement of volunteers and/or volunteer organizations in management of parks and recreation facilities and/or department.

C. Use of Existing Resources and Unique Opportunities (5 points maximum)

1. Provide a summary of how your department utilizes other facilities/resources (i.e. schools, businesses – including faith based, banks, city/county facilities, private non-profit staff and volunteers, other) within the community.
 - a) Include an example of a written contract/agreement for cooperative efforts with other recreation providers and/or other governmental entities.

4. PARK MAINTENANCE ADMINISTRATION (40 points maximum)

In distributing limited state funding to local governments, the state pays special attention to those communities who comply with federal and state regulations and who demonstrate the ability to effectively maintain a recreation and parks system. **Be specific with your documentation and attachments BY PROVIDING EXAMPLES OF THE FOLLOWING:**

A. Comprehensive maintenance plan should include at minimum the following:

1. Established maintenance goals, objectives, and standards
2. Work schedules based on established policies and priorities
3. Preventive maintenance program
4. Environmental stewardship practices
5. Training Schedules
6. Employee safety guidelines
7. Work orders, maintenance repair logs, etc.

B. Full time personnel and seasonal maintenance staff, -numbers and titles

C. Copy of the maintenance budget

5. ENVIRONMENTAL CONSIDERATIONS (20 pts)

If the applicant provided a complete Categorical Exclusion Request Packet as part of the pre-application process, attach the RES acknowledgment letter.

The applicant will be required to provide a complete Categorical Exclusion Request Packet if one was not done in the pre-application process for this proposed project.

- A. *Categorical Exclusion (CE) - is fully completed and signed/received by RES.*
The CE letter included in the request packet is not valid if signed and dated prior to receiving all Environmental Clearance Letters for project site.

Include the following in the CE Request packet.

- 1. Clearance letters from the following agencies are included in the packet.

Please note that request letters **do not** qualify as clearance letters.

<i>Agency</i>	Date Request Letter Sent	Date of Clearance Letter from agency
Division of Archaeology		
Division of Natural Areas		
Division of Remediation		
U.S. Fish and Wildlife Service		
Tennessee Historical Commission (RTP and LWCF only)		
Division of Underground Storage Tanks		
U.S. Army Corps of Engineers		

- 2. Completed Categorical Exclusion Request document.

Applicant should answer each question completely and refer to clearance letters where appropriate. An answer of N/A or not applicable will not suffice. A short statement of why there is no impact is necessary. Refer

to an example of a complete CE request at our website:
www.tdec.net/recreation

3. Maps

The CE Request Packet must include:

- An original and one copy of the USGS Quadrangle Map indicating location of the project.
- Vicinity map showing location of project in the city and county showing major roads and rivers.

4. Photographs of site showing current and surrounding land use.

5. Site plan

6. CE is signed and dated by Mayor or Agency Director with a date no earlier than the last clearance letter.

Project:
Location:
Funding Year:
Contact Person for Environmental Review:
Phone Number:
Project Sponsor:
Project Contacts:

CATEGORICAL EXCLUSION REQUEST

1. Project Description and Purpose

a. Description of proposed project

b. Purpose and need of project

2. Land Use Impacts

a. Right of Way Acquisition and Relocation Impacts

b. Project consistency with local, state and regional plans

c. Any impact to farmland that is either prime, unique, of statewide importance, or of local importance.

3. Air Quality Evaluation

4. Noise Impact Evaluation

5. Section 106 of the National Historic Preservation Act

(See attached letter from the Tennessee Historical Commission.)

6. Endangered Species Act of 1973

(See attached letters from the FWS and the Division of Natural Areas of the Department of Environment and Conservation)

The requirements under Section 7(c) of the Endangered Species Act have been fulfilled.

7. Fish and Wildlife Coordination Act of 1958

(See attached letter from the U.S. Army Corps of Engineers)

8. Floodplain management - Executive Order 11988

9. Protection of Wetlands - Executive order 11990

(See attached letter from the FWS)

10. Hazardous Waste Evaluation

11. Section 4(f) of the Department of Transportation Act of 1966

12. Other Impacts

Review and Recommendation based on material submitted by:

Mayor or Agency Director

Date

Note: This document must be dated after the date of the last clearance letter.

The project as proposed will not involve significant impacts to the existing land use. Based on the above findings and the fact that the project will not individually or cumulatively have any significant environmental impacts, it is our recommendation that the project be classified as a categorical exclusion under the provision of 23 CFR 771.117(d).

Michael P. Baumstark Sr. _____
Planning Manager
Recreation Educational Services

DATE: _____

CONCUR: _____

DATE: _____

Federal Agency (if applicable)

List of Agencies

For more information about using native plants, safety, building codes, underground storage tanks, etc., that concern your project, contact:

Division of Archaeology
Attention: Mr. Mike Moore
Cole Building #3
1216 Foster Avenue
Nashville, TN 37210
(615) 741-1588, extension 20

Underground Storage Tanks
4th Floor, L & C Tower
401 Church Street
Nashville, TN 37243-1541
(615) 532-0945
Contact: Cheryl White
615-532-0963

Division of Natural Areas
Attention: Mr. Reggie Reeves
7th Floor, L & C Annex
401 Church Street
Nashville, TN 37243-1538
Contact: Mr. Roger McCoy
(615) 532-0437
Roger.McCoy@state.tn.us

Division of Remediation
4th Floor, L & C Tower
401 Church Street
Nashville, TN 37243-0447
(615) 532-0908
Contact: Mr. David Randolph
David.Randolph@state.tn.us

Tennessee Exotic Pest Control Council
P.O. Box 40692
Nashville, TN 37204
(615) 646-5292
<http://www.tneppc.org/>

Southern Building Codes
900 Montclair Road
Birmingham, Alabama 35213
(800) 877-2224

Life Safety Codes
National Fire Protection Association
(617) 770-3000, or, (800) 344-3555

Handicapped Code
Public Building Accessibility Act
North Carolina Handicapped Code (TN adopted this)
(919) 733-3901

Consumer Product Safety Commission
Washington, D.C. 20207-0001
<http://www.cpsc.gov/>

TDEC's permit website address is: <http://www.state.tn.us/environment/permits>

This website provides a list of permits required for specific development projects. Applicants should refer to this site when trying to determine if their proposed project will require a state environmental permit. **Note:** Federal and local permits may also be required. This site also provides information on how to apply for a permit.

6. RES PROGRAM COMPLIANCE (40 points maximum) The RES onsite inspection team will review items in section A and B and may request supplemental information in this area if deficiencies are found during the on-site inspection.

A. Grant Program Compliance – (20 points maximum)

1. No unresolved issues discovered during the Post Completion Inspections of previous grant assisted projects.
2. No unresolved conversions
3. No undeveloped acquisitions identified for development in previous grants
4. No incomplete past grants, non-fulfillment of contracts

B. On-site Recreation System Criteria – (20 points maximum)

1. Accessibility compliance (ADA and geographic location)
2. Restrooms are open and maintained.
3. Temporary and permanent grant acknowledgement signage as required by the contract. Location of sign(s)_____
4. Facility signage that includes information about usage and emergency contacts including comptroller sign, ADA, etc.
5. Directional signage to facilities
6. Playgrounds that meet or exceed CPSC and ASTM guidelines

7. Other park facilities meet recommended safety and risk management standards
8. Proper turf management practices are utilized on park land
9. Energy saving practices
10. Overall appearance and condition of facility.

7. BONUS POINTS- (5 points)

Does your community currently have a 3 Star certification from the Department of Economic and Community Development?

Yes _____

No _____

ADDITIONAL CATEGORIES

1. DEVELOPMENT CRITERIA FOR GENERAL RECREATION

Complete this section if your project is a recreation development project, but does NOT include acquisition as a part of your application. Submit a narrative for each item to obtain maximum points. (50 points maximum)

- A. Project meets priority need or needs and offers variety of recreation activities to a wide range of users.
- B. The project/location is equally accessible to all. Include narrative and refer to maps provided in the application showing project location and service area. Include community populations/primary participants/users.
- C. The project renovates or revitalizes park facilities – showing you are “taking care of what you have.” Support documentation must be included identifying when facility was developed/constructed. Points will not be awarded if the project is needed due to an obvious lack of maintenance.
- D. The project will develop recreation lands/facilities that are compatible with a site’s natural resources and that minimize adverse environmental impacts. Plans, maps, and drawings on how proposed facilities are sited, designed and constructed to fit the landscape/park area are included. Ratings will be based upon the validity of the project design.
- E. A project which incorporates protection and preservation of natural and/or cultural features and also provides opportunities for environmental education.
- F. Vandal-resistant, innovative or unique design/construction features are incorporated into the project. These features must be identified/described by applicant.
- G. Specific documentation showing how acquisition/development costs were attained are submitted in the application. For example, a grant application for swimming pool development should document whether or not the estimates of the proposed costs were provided by professionals/experts.
- H. Access and Zoning
(Include supporting documentation in the application)

The project provides:

- a. Surrounding land uses that compliment the recreation site
- b. Surrounding lands zoned to protect project site from future incompatible development
- c. A site that is environmentally suitable for proposed project

2. ACQUISITION - HERITAGE RESOURCES

Complete this section if your project is an acquisition project primarily for preservation/resource management purposes. Submit a narrative for each item to obtain maximum points. (50 points possible)

A. Primary significance of acquisition (respond to all that apply).

1. **BIO-DIVERSITY:** Acquisition will promote and protect bio-diversity (e.g. presence of threatened or endangered species, critical or sub-critical natural communities, species richness or use as wildlife corridor). Potential opportunities exist for education, research and recreation activities.
2. **GEOLOGICAL:** The acquisition has unique or important geologic features. Potential opportunities exist for education, research and recreation activities.
3. **ARCHAEOLOGICAL:** The acquisition has archaeological significance. Potential opportunities exist for education, research and recreation activities.
4. **HISTORICAL:** The acquisition preserves the integrity of a historical site (either on or eligible for listing with the National Register of Historic Places). Potential opportunities exist for education, research and recreation activities.

B. Applicant has conducted and inventoried applicable heritage resources.

C. The acquisition is for preservation purposes (historical, archaeological, natural, cultural, scenic, or other special features) and has been verified by the appropriate state agencies.

D. CE completed and signed received by RES.

E. Access and Zoning

(Include supporting documentation in the application)

The project provides:

1. Surrounding land uses that compliment the recreation site
2. Surrounding lands zoned to protect project site from future incompatible development
3. A site that is environmentally suitable for proposed project

3. ACQUISITION - RECREATION RESOURCES

Complete this section if your project is an acquisition project primarily for active/passive recreation development purposes. Submit a narrative for each item to obtain maximum points. (50 points maximum)

Include the following narratives about the acquisition

- A. The project justifies the need for more land for recreation, parkland, natural areas, or open space purposes.
- B. The acquisition enhances natural areas, greenways, and open space corridors.
- C. Acquisition will protect potential recreation sites and/or parkland from future undesirable development.
- D. The acreage is of sufficient size and configuration to adequately accommodate its intended recreation usage and development.
- E. How does this acquisition make connections to other parks, greenways, trails, neighborhoods, schools, etc? Local or regional land use plans or land acquisition plans need to reflect the movement towards a seamless park system with corridors and linkages to local, state, and federal parks.
- F. What are your plans for development?

G. Access and Zoning

(Include supporting documentation in the application)

The project provides:

1. Surrounding land uses that compliment the recreation site

2. Surrounding lands zoned to protect project site from future incompatible development
3. A site that is environmentally suitable for proposed project

4. LAND ACQUISITION AND DEVELOPMENT

If this project contains development as well as acquisition, complete all items in number 3 and include the following narratives about the development: 50 points maximum

1. Project meets priority need or needs and offers variety of recreation activities to a wide range of users.
2. The project/location is equally accessible to all. Include narrative and reference to maps showing project location and service area that are included in the application. Include community populations/primary participants/users.
3. The project renovates or revitalizes park facilities – showing you are “taking care of what you have.” Support documentation must be included identifying when facility was developed/constructed. Points will not be awarded if the project is needed due to an obvious lack of maintenance.
4. The project will develop recreation lands/facilities that are compatible with a site’s natural resources and that minimize adverse environmental impacts. Plans, maps, and drawings on how facilities are sited, designed and constructed to fit the landscape/park area are included. Ratings will be based upon the validity of the project design.
5. A project which incorporates protection and preservation of natural and/or cultural features and also provides opportunities for environmental education
6. Vandal-resistant, innovative or unique design/construction features are incorporated into the project. These features must be identified/described by applicant.
7. Specific documentation showing how acquisition/development costs were attained are submitted in the application. For example, a grant application for swimming pool development should document whether or not the estimates of the proposed costs were provided by professionals/experts.

5. GREENWAYS & TRAILS DEVELOPMENT and/or NATURAL AREA PRESERVATION

Complete this section if your project is a greenway or trail development project, but does NOT include acquisition as a part of your application. Submit a narrative for each item to obtain maximum points. (50 points maximum)

NOTE: If the applicant wants to be scored for these criteria, a minimum of 50% of the project cost must be for greenway or trail development, and/or natural area preservation.

- A. The trail, natural area, or greenway provides linkage to other established recreation areas, trails and facilities; e.g. schools, downtown businesses, and/or other communities.
- B. The trail, natural area, or greenway will make use of linear corridors such as rail-line, waterways, and utility rights-of-way where legally feasible.
- C. Applicant exhibits a partnership of organizational sharing of financial costs.
- D. Applicant's project provides environmental education, research opportunities and/or interpretative recreation opportunities.
- E. Development enhances heritage resources, i.e. promotion of bio-diversity, use of native plants, and conservation of archaeological or historical sites.
- F. How does this project comply with the State Greenways and Trails Plan?
- G. Has this project ever received funding from the Recreational Trails Program (RTP)? If so, explain.
- H. Access and Zoning

(Include supporting documentation in the application)

The project provides:

1. Surrounding land uses that compliment the recreation site
2. Surrounding lands zoned to protect project site from future incompatible development
3. A site that is environmentally suitable for proposed project

List of Abbreviations

ADA- Americans with Disability Act	NLU – Notice of Limitation of Use
APRP – Associate Park & Recreation Professional	NPS- National Park Service
ASTM- American Society for Testing and Materials	NRTF- Natural Resources Trust Fund
CE – Categorical Exclusion	OGC – Office of General Counsel
CN- Certified Number	OPSP- Open Project Selection Process
CPRP – Certified Parks & Recreation Professional	PARTAS – Parks and Recreation Technical Advisory Service
CPSC- Consumer Product Safety Commission	REC – Recreation Educational Consultant
CST- Central Standard Time	RES- Recreation Educational Services Division
COE – U.S. Army Corps of Engineers	RTP – Recreational Trails Program
DBE – Disadvantaged Business Enterprise	SAFETEA-LU – Safe, Accountable, Flexible and Efficient Transportation Equity Act, a Legacy for Users
FAQ- Frequently Asked Questions	TCA- Tennessee Code Annotated
FHWA- Federal Highway Administration	TDEC- Tennessee Department of Environment and Conservation
FWS – U.S. Fish and Wildlife Service	TDOA- Tennessee Department of Agriculture
LPRF- Local Parks and Recreation Fund	TVA- Tennessee Valley Authority
LWCF- Land & Water Conservation Fund	TWRA- Tennessee Wildlife Resources Agency
	USGS- United States Geological Service

EXHIBITS

The following exhibits are required components of the grant application. Follow the instructions on each exhibit in order to provide complete documentation.

Exhibit 1	Location Map
Exhibit 2	Project Boundary Map
Exhibit 3	Topographic Map from USGS 7.5 minute Quadrangle map
Exhibit 4	Preliminary Site Plan showing proposed (and existing) park structures, facilities and trails
Exhibit 5A	Preliminary Floor plans for all buildings
Exhibit 5B	Restrooms specifications and elevations

LOCATION MAP

A map shall be submitted with each application and shall identify the following items.

1. Location and 911 street address.
2. Definition of the anticipated service area of the proposed project.
3. Location of other parks site/facilities within the anticipated service area.
4. North Arrow, scale, project title and date map prepared.
5. Map size preferred is 11" x 17". Do not include construction drawing.

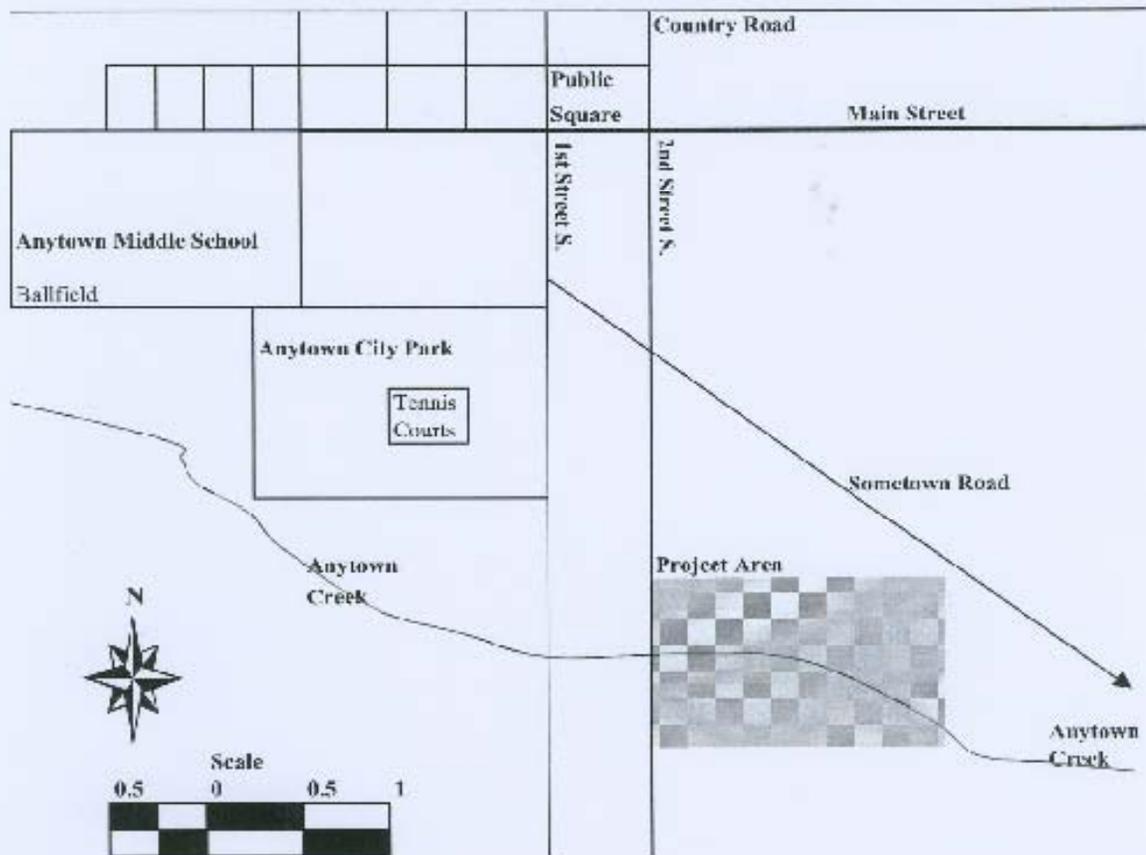
Note: Keep it simple, neat and understandable.

A map that does not identify the items above is incomplete.

911 Street Address: 605 2nd Street S, Anytown, TN, 37000

Anticipated service area of the project is the entire county

ANYTOWN CREEK PARK



Map prepared 9-10-07

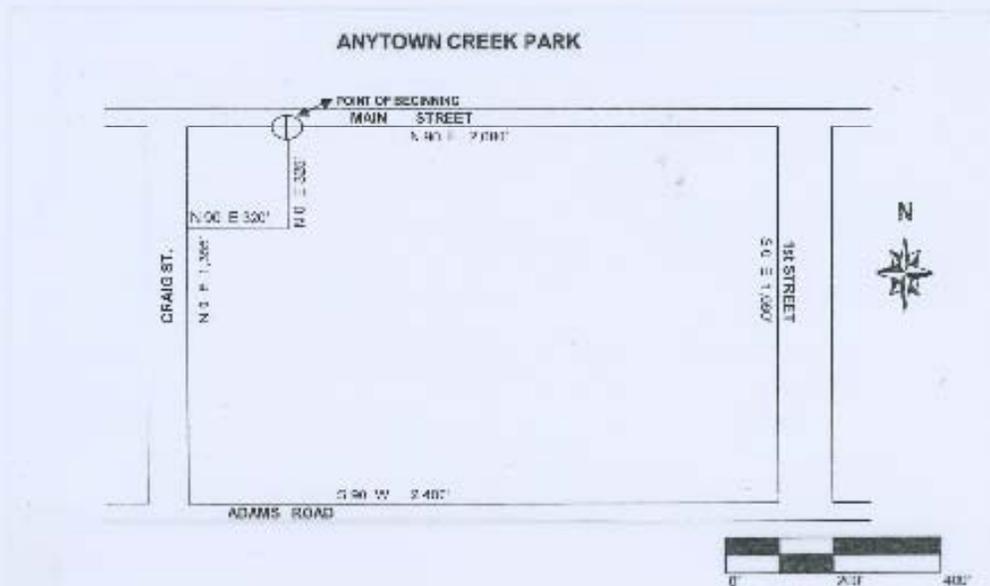
EXHIBIT 1

PROJECT BOUNDARY MAP

A map shall be submitted with each application that specially delineates the proposed boundary of the recreation site(s) project area where grant funds will be expended.

The map shall identify the following items:

1. North arrow, scale, project title and date map was prepared.
2. Any areas under lease and length of term remaining on the lease. Color code areas on map.
3. Known outstanding rights and interests in the project area held by others (easements, water, timber, subsurface mineral rights, cell tower leases, etc.)
4. The boundary of the project area delineated must be legally sufficient to identify the project for conversion protection from other uses besides recreation. Examples of legally sufficient boundary identification include deed reference, survey by registered land surveyor, dedicated rights-of-way (roads or highways), water bodies or measurements from permanent locator points on the property.
5. Map size preferred is 11" x 17". Maps larger than 24" x 36" will not be accepted.



EXAMPLE - SITE BOUNDARY DESCRIPTION

City of Anytown – Anytown Creek Park Project Boundary Map – Legal Description

Beginning at an iron pin on the right-of-way on Main Street, thence North 90 degrees East, 2,080 feet, thence South 0 degrees East, 1,680 feet, thence South 90 degrees West, 2,400 feet, thence North 0 degrees West, 1,355 feet, thence North 90 degrees East, 320 feet, thence North 0 degrees East, 345 feet to the true point of beginning.

The total area of this tract of land is 90.1 acres and lies in the Southeast Quadrant of Anytown, Anytown County, Tennessee.

EXHIBIT 2

TOPOGRAPHIC QUADRANGLE MAPS

SMARTT MOUNTAIN QUADRANGLE
 TENNESSEE - SEQUATCHIE COUNTY
 7.5 MINUTE SERIES (TOPOGRAPHIC) 103-SW

Note: Always include Topographic Quad
 Map name and number

White Oak Swamp Park - BM HNC 58, Elevation 1893

LATITUDE: 35 DEGREES, 30', 55"

LONGITUDE: 85 DEGREES, 26', 09"

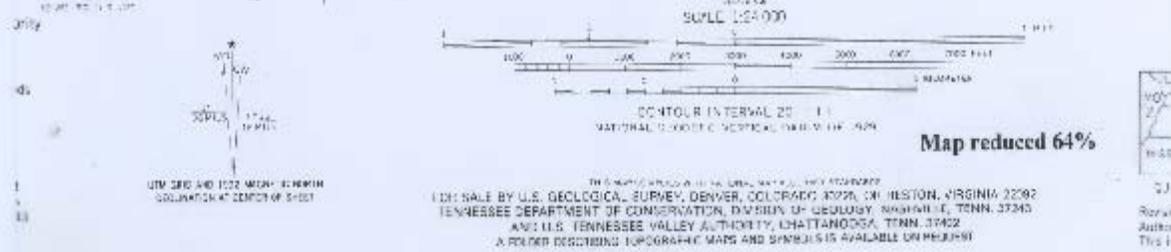
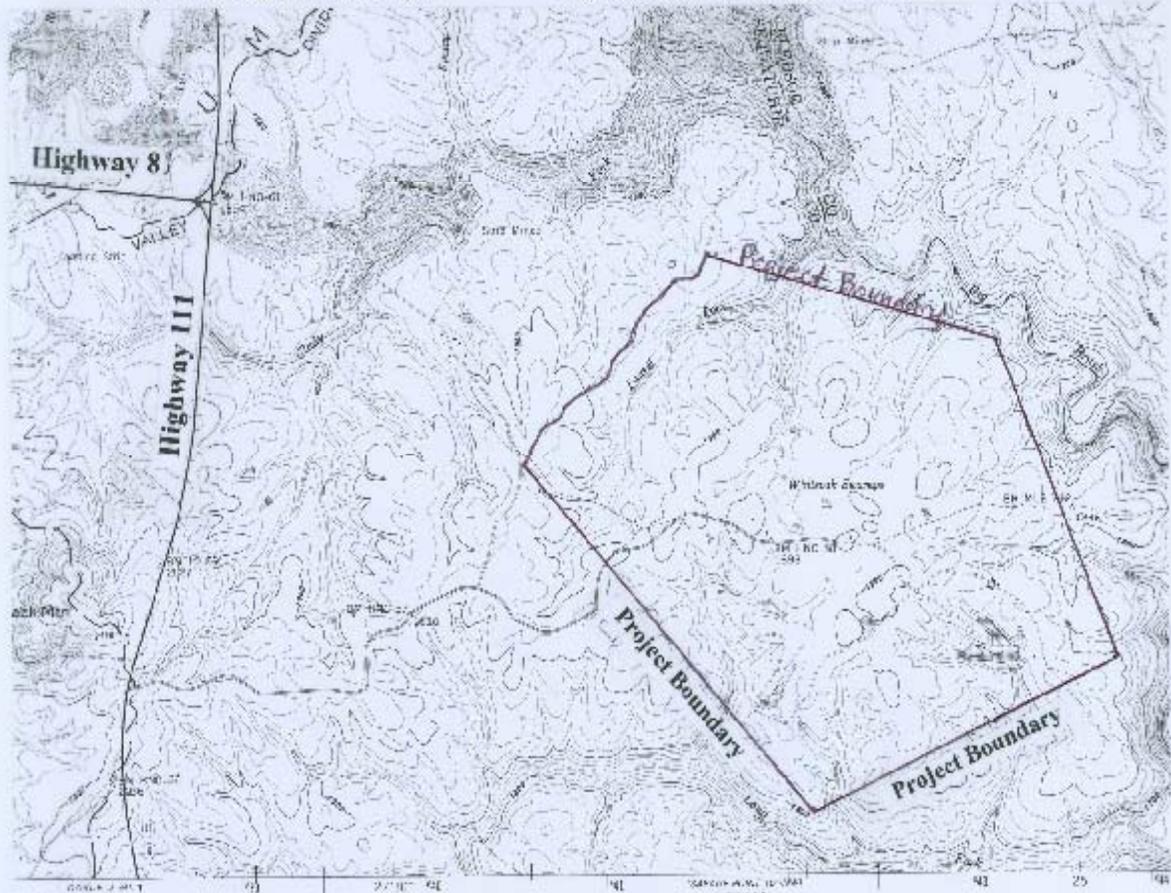


EXHIBIT 3

PRELIMINARY SITE PLAN

A plan should be submitted with each application and shall identify the following items:

1. Existing site development.
2. Development proposed for this site
3. Future development (Necessary for all Acquisition projects).
4. Surrounding land uses.
5. North arrow, scale, project title and date prepared
6. Map size: 8 1/2" X 11" (Preferred). No larger than 20" X 25".

NOTE: Please list all improvements on the site plan as existing project proposed or future development.

STRONG TREE CITY PARK

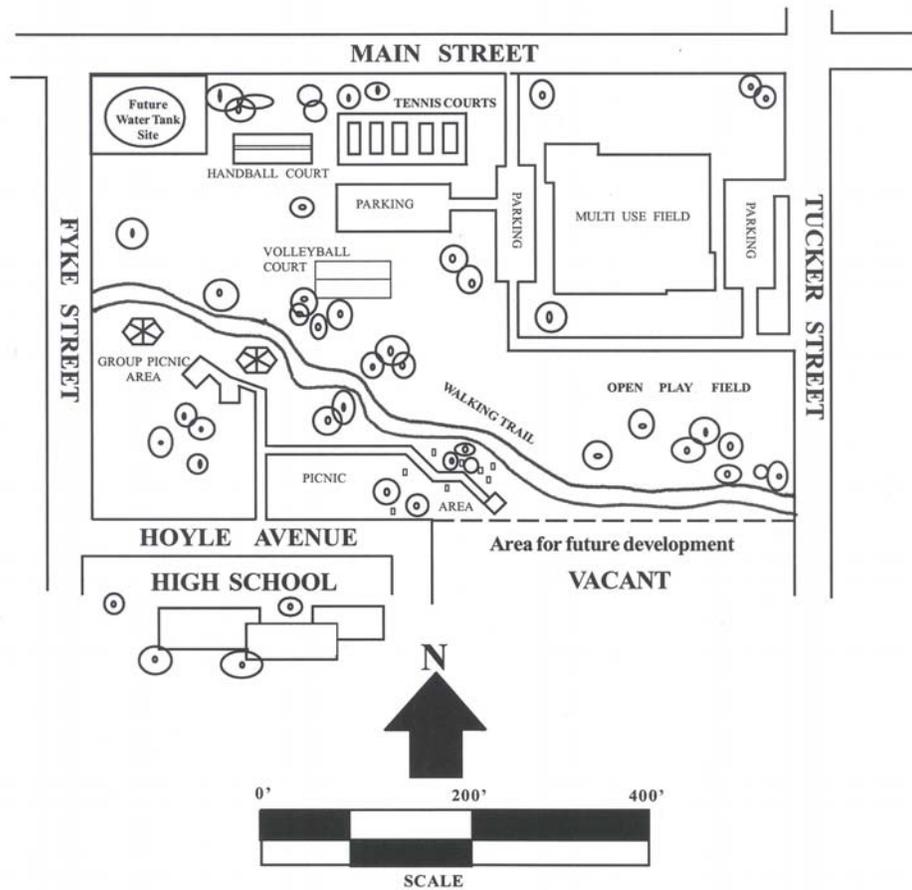


EXHIBIT 4

PRELIMINARY FLOOR PLANS WITH ELEVATIONS

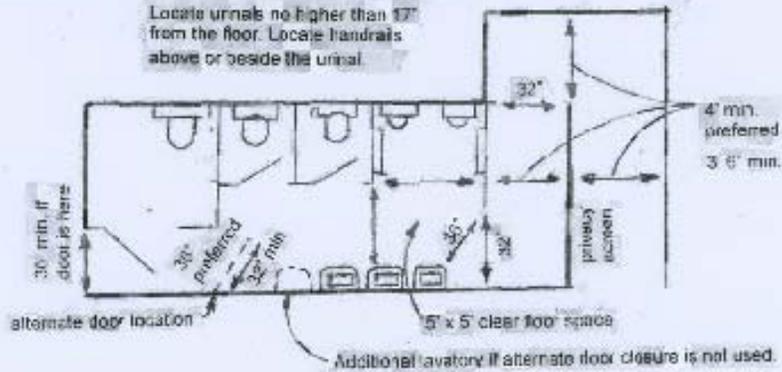
NOTE: Include all access paths from parking areas to buildings to shown Americans with Disabilities Act(ADA) Compliance.

Preliminary construction drawings showing floor plans for all proposed structures shall be submitted with each application. Drawing must show how ADA specifications will be met. An elevation plan must be included to show elevations of bathroom stalls, lavatories, counter top heights, etc.

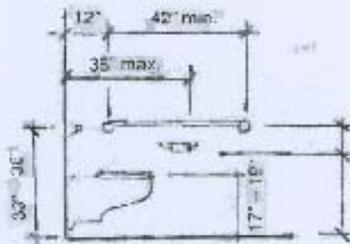
RESTROOM DESIGN

Dimensions of restroom will vary according to design. Only those dimensions listed must be followed.

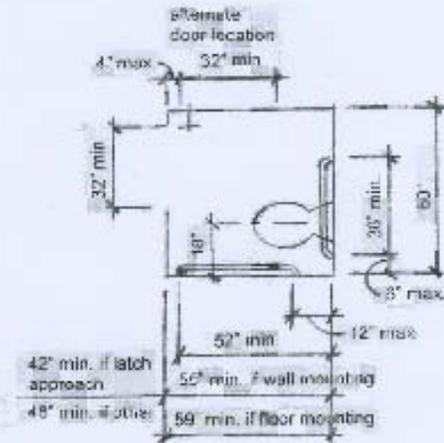
Locate urinals no higher than 37" from the floor. Locate handrails above or beside the urinal.



PLAN



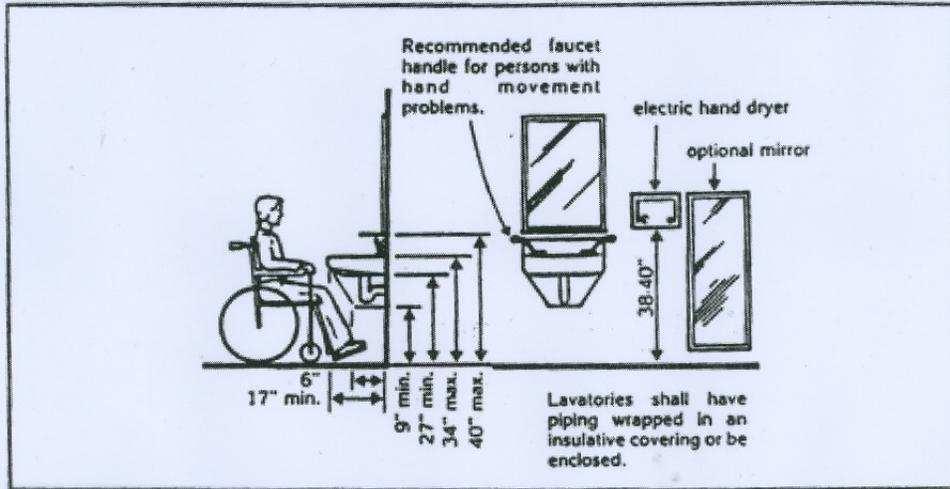
STALL
ELEVATION



STANDARD STALL
PLAN

EXHIBIT 5A

PRELIMINARY FLOOR PLANS WITH ELEVATIONS(cont.)



Building Elevations

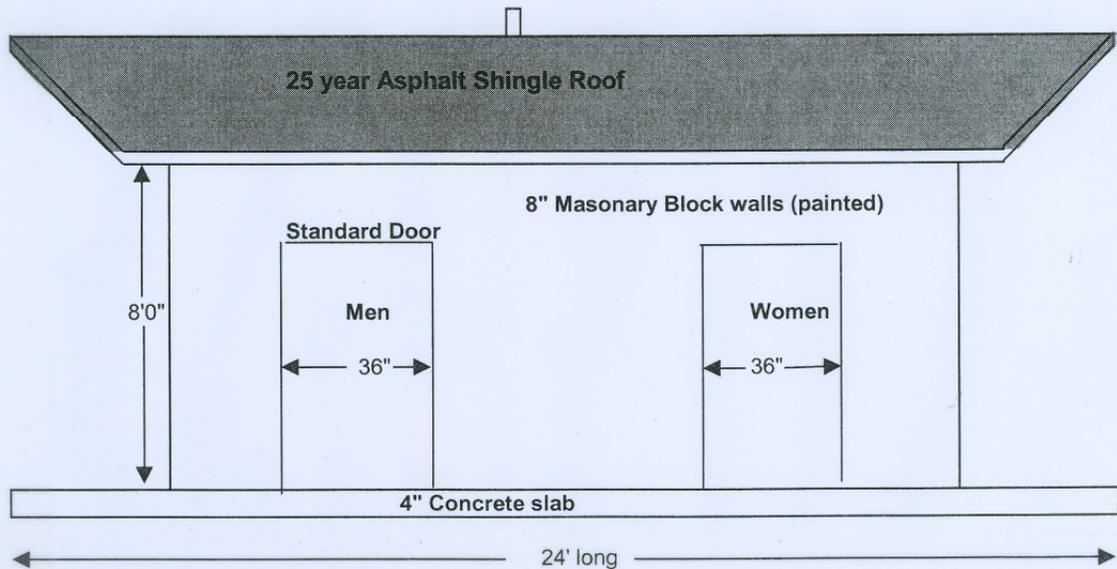


EXHIBIT 5B

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee Department of Environment and Conservation does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in its programs, services or activities. Equal Employment Opportunity/Affirmative Action inquiries or complaints should be directed to the EEO/AA Coordinator, Office of General Council, 401 Church Street, 20th Floor L & C Tower, Nashville, TN 37243, 1-888-867-7455. ADA inquiries or complaints should be directed to the ADA Coordinator, Human Resources Division, 401 Church Street, 12th Floor L & C Tower, Nashville, TN 37243, 1-866-253-5827. Hearing impaired callers may use the Tennessee Relay Service (1-800-848-0298).



Tennessee Department of Environment and Conservation,
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